



BITS Scan

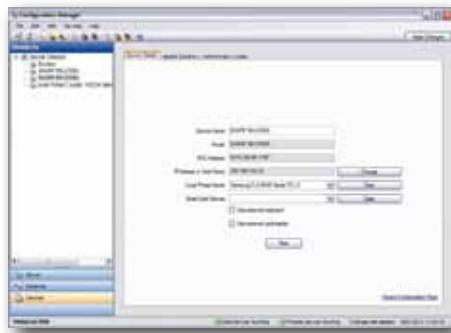
Turning paper into useful information

MFP's have transformed the way that we work with documents, no longer do we simply just print or copy, now we can also use the MFP's to scan documents and turn paper into electronic files. But what do we do with the files once they have been scanned? Often they are left sitting on the network without a home or purpose. BITS Scan has been developed as a scan workflow solution that helps to turn the electronic file into useful information that can be shared, distributed, utilised and made accessible to everyone who needs to use it.

Currently, although MFP's are able to scan your documents and turn them into electronic files, they are limited by the device functionality which can often be very basic. They do not offer the ability to deliver any type of audit trail so you don't know what has been scanned or where it has ended up. BITS Scan has been developed to utilise the latest embedded technology on an MFP and to make the scanned information as useful as possible.

One of the unique features of BITS Scan is the unrivalled ability to customise the solution to suit your individual requirements. BITS Scan allows users to select relevant information relating to a document at the point of scan. Depending on the user's requirements, scanned documents are then automatically transferred to a file server or entered into a Document Management System (DMS) along with the selected information which allows for easy searching and organisation of data.

Multiple configurations can be set up on each MFP by creating 'datalinks'. Each datalink can have a different destination type, can request different information from the user, and perform different actions once the scan has completed, providing a solution that caters completely for the customer's requirements.



Configuration Tool Screen Shot

Who would use BITS Scan...

- Healthcare
- Financial Services
- Insurance
- Legal
- Government
- Logistics
- Real Estate
- Manufacturing

BITS Scan Key Benefits:

- Flexible Scan Workflow Solution that provides comprehensive functionality
- Increases company security issues by providing a Document Audit Trail
- Get more out of your MFP investment
- Ensure paper documents are filed correctly
- Fully customisable – modify to accommodate your specific requirements
- Cost effective solution
- Links to many industry-standard destinations such as Exchange, SharePoint
- New links being developed all the time

BITS Scan Features

Features at a Glance:

- Barcode Detection
- Windows-based security ensures documents can only be scanned to valid destinations
- Optional pre-defined subject and message body
- Ability to browse Mailbox and print message directly from MFP
- OCR Capability – either zonal or whole document
- Output text searchable PDF's
- Supports PDF/A format
- Page separation – separate documents by barcode, OCR or number of pages
- LDAP compatible (access to Personal & Global Address Books)
- Fully customisable script engine
- Image enhancement – deskew, despeckle, sharpen
- Resizing – resizing all scans to set size
- Print Back – print out copies of scan at point of scan

Scan to Email

Microsoft® Exchange® Datalink

Sometimes users may just need to scan a document and then distribute via email. The BITS Scan Microsoft Exchange Datalink allows users to send paper documents electronically from the MFP via Microsoft Exchange which means that it can be tracked and managed just like a normal email.

User's simply log in using their standard network user name and password, select recipients from either their personal or global address book, enter subject and message body, using either a list of pre-defined ones or by typing directly at the MFP, then press Scan. The documents will then be emailed, and a copy placed in their sent items.

This provides the organisation with increased security as it provides a complete audit trail for scanned documents.

It even provides the ability for users to browse their Inbox and print messages directly at the MFP.

Scan to SharePoint

Microsoft® SharePoint® Datalink

The BITS Scan Microsoft SharePoint Datalink provides users with the ability to scan paper documents from the MFP directly into SharePoint which makes it easier to manage and store paper documents electronically.

Users simply log in using their standard network user name and password, browse to the site and document library that they wish to store the document in, fill in the metadata required and then press scan. The documents are then uploaded automatically into the correct location within SharePoint all at the MFP.

By sending the document directly to SharePoint at the point of capture the user ensures that it is filed correctly rather than waiting for people to manually file it later on from their desktop.

Datalink Customisation

BITS Scan contains a fully customisable script engine which can be adapted to work with any back-end Document Management System and can also be configured to work exactly to the individual requirements of the customer. If you have in-house programming skills then we can provide you with an SDK (Software Development Kit) for you to create your own bespoke links or we can develop the custom datalink for you.

BITS Scan LITE

For those user's who only require limited functionality and are looking to keep costs low, then we also offer BITS Scan LITE.

BITS Scan LITE still offers full integration with Microsoft Exchange and SharePoint but does not offer the additional connectivity options provided by the full version.

From A Name You CanTrust

BITS Scan has been developed by BITS (Business I.T. Systems Ltd) who have been in the industry for over 20 years. We are a UK company with our Head Office located in Surrey and have a team of experienced technical staff, so you can rely on us to provide you with comprehensive support whenever you need it.



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